

	PEACE OFFICER CONFIDENTIALITY	Operations Order 3.10.00
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1. GENERAL INFORMATION FOR SEALING PERSONAL RECORDS

- A. Pursuant to Arizona Revised Statute ([ARS 11-483](#), [ARS 11-484](#), [ARS 16-153](#), and [ARS 28-454](#), officers may have the below applicable information sealed from public access and inspection in their property-related records maintained by the county and their Arizona Department of Transportation (ADOT) Motor Vehicle Division (MVD) and Arizona voter registration records:
 - Personal primary residential information (address and phone number)
 - Vehicle registration information
 - Personal data and digitized drivers license photographs
- B. An [Affidavit in Support of Application to Restrict Public Access to Identifying Information and Documents in Specified Public Records Pursuant to ARS 11-483, 11-484, 12-290, 16-153, and/or 28-454](#) [referred to as Affidavit in this policy and available from the Arizona Judicial Branch ([Azcourts.gov](#))], will need to be completed, signed in front of a notary, and filed with the Maricopa County Superior Court presiding judge.
 - One Affidavit can be completed to include all or some of the below:
 - * County Recorder records
 - * County Assessor records
 - * County Treasurer records
 - * MVD records
 - * Voter registration records
 - The [Affidavit](#), and [instructions](#) for completing the Affidavit, are also available in PowerDMS.
- C. Redacted records are only valid for five years; after this time limit, officers will need to resubmit an Affidavit to have their records resealed.

2. SPECIFIC PROCEDURES FOR COUNTY RECORDER, COUNTY ASSESSOR, AND COUNTY TREASURER RECORDS

- A. Specific records to be redacted require the recording numbers (document locator number) and recording dates on, and with, the Affidavit.
 - This information is available on the Maricopa County Recorder website: <https://recorder.maricopa.gov/recdocdata/>
- B. Print a copy of the pages from each instrument that shows the recording number (document locator number) and the officer's full legal name and address, and attach the pages to the Affidavit.
- C. The completed Affidavit must be notarized and forwarded with the required documentation to the administrative sergeant in the Office of Administration (OOA).

3. SPECIFIC PROCEDURES FOR MOTOR VEHICLE DIVISION RECORDS

- A. All immediate family members who reside with the officer and possess identification through MVD are eligible to have their information sealed and should be listed by name on the Affidavit, if so desired.
- B. The completed Affidavit must be notarized and forwarded to the OOA administrative sergeant.

4. SPECIFIC PROCEDURES FOR VOTER REGISTRATION RECORDS

- A. Complete an [Arizona Voter Registration Form](#) available from the Maricopa County Recorder website under *Elections*.
 - The [voter registration form](#) is also available in PowerDMS.

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4. B. Any other registered voter who resides at the same residence as the officer may request their personal residential information also be sealed by filling out their own Arizona Voter Registration Form.

- The residential address to be sealed must be listed on the voter registration form.

C. The mailing address may be a post office box.

D. The completed Affidavit must be notarized and forwarded with the voter registration form/s to the OOA administrative sergeant.

5. **PROCESSING THE AFFIDAVIT**

A. The OOA administrative sergeant will forward all Affidavits to the Maricopa County Superior Court presiding judge once every quarter unless a request for immediate action supported by facts justifying early consideration is made.

B. The court will issue an order indicating which Affidavits have been approved and will send a copy of the court order to the OOA administrative sergeant, MVD Office of Special Investigations, and the appropriate county offices.

6. **PROCEDURES FOR CHANGES IN INFORMATION**

A. Officers requiring changes to their County Recorder, County Assessor, and/or County Treasurer records will need to submit a new notarized Affidavit to the OOA administrative sergeant for processing.

B. Requests to change MVD information should be made directly to MVD, Office of Special Investigations, Law Enforcement Coordination Unit (LECU), by calling, writing, or sending information to:

Arizona Department of Transportation
Motor Vehicle Division
ATTN: LECU
P.O. Box 2100, Mail Drop 514M
Phoenix, Arizona 85001-2100
Telephone: 602-712-7488
Fax: 602-212-1330
E-mail: L2@azdot.gov

D. Officers requiring changes to their voter registration records will need to submit a new notarized Affidavit and Arizona Voter Registration form/s to the OOA administrative sergeant for processing.

7. **PEACE OFFICER CONFIDENTIALITY REPORT**

- A report of employees who are participating/have participated in the peace officer confidentiality program is available on [PolicePoint, under the Legal Unit's homepage](#).

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